

City of Wyoming  
Written Public Summary of the City's  
Freedom of Information Act (FOIA) Policies and Guidelines

How to Submit a Written Request

FOIA requests to the City of Wyoming may be submitted by email or mail to:

Email: [clerk\\_info@wyomingmi.gov](mailto:clerk_info@wyomingmi.gov)

Mail: City of Wyoming  
Attn: FOIA Coordinator  
1155 28<sup>th</sup> Street SW  
Wyoming, MI 49509

Requests can also be faxed to (616)530-7200.

FOIA requests specifically directed to the Department of Public Safety may be submitted by email or mail to:

Email: [pd\\_info@wyomingmi.gov](mailto:pd_info@wyomingmi.gov)

Mail: Wyoming Department of Public Safety  
Attn: FOIA Coordinator  
2300 DeHoop Ave SW  
Wyoming, MI 49509

FOIA requests specifically directed to the Public Safety Department can also be faxed to (616)261-3527.

All FOIA requests should include the name, telephone number and mailing address of the requestor. An email address should also be included if applicable. FOIA requests must indicate if the response materials will be viewed only or if materials should be provided in paper or non-paper physical media.

Understanding the City's Written Responses to FOIA Requests

The City has several options when responding to written requests for public records. It can grant the request, deny the request, grant it in part and deny it in part, or take one 10-business day extension. After 10 business days, the City must grant the request, deny the request or grant it in part and deny it in part.

If the request is granted or granted in part and denied in part, the City may charge a fee to process the request. Fees are calculated using the policies and guidelines and a detailed itemization will be provided if a fee is charged. The City may require a good-faith deposit prior to processing a request. After a deposit and final payment is made, the City will provide records

in its possession that fall within the scope of the request and which may be legally disclosed to the public. The City will notify you if documents that you have requested are publically available on its website.

If a request is denied, the City will inform you of the reason for denial in a written notice. Reasons the City may deny a request include:

1. You did not sufficiently describe the records you are seeking and the City cannot determine what you are asking for.
2. The City has determined that it does not have records that respond to your request in its possession.
3. The records you have requested are exempt from public disclosure.

If all or part of your request is denied, the City will provide a written response which will inform you of your right to appeal its denial to the City Manager and/or seek judicial review of the denial as provided under Section 10 of the Freedom of Information Act.

#### Deposit Requirements

If the City estimates a fee to process a FOIA request greater than \$50.00, the City will require a good-faith deposit before processing the request. The deposit will not exceed half of the total estimated fee. Any written notice containing a request for a deposit will also contain a best effort estimate by the City regarding the time frame after a deposit is received that it will take the City to provide the public records. The time frame estimate is not binding upon the City, but the City will provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on the State's public policy under Section 1 of FOIA, MCL 15.231, and the nature of the request in the particular instance.

#### Fee Calculations

The FOIA permits the City to charge a fee to process FOIA requests using a form to give you a detailed itemization of the costs involved. The City may charge for the following:

1. The cost of labor for the search, location and examination of public records.
2. The cost of labor for the review of public records and separation and deletion of exempt from non-exempt material.
3. The cost of non-paper physical media.
4. The cost of duplication and publication of public records.
5. The costs of labor for the duplication and publication of public records.

#### Appeal Process

If the City charges a fee or denies all or part of a request, you may submit to the City Manager a written appeal that specifically states the word "appeal" and identifies the basis for which the fee should be reduced or the disclosure determination should be reversed. Written appeals may be sent to the appropriate email address or mailing address listed above and will be forwarded to the City Manager for consideration and response.